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13 January 1956

MEMORANDUM FOR THE INTELLIGENCE ADVISORY COMMITTEE

SUBJECT: Preparatory Staff Work for IAC Meetings

1. The Secretariat is anxious to reduce to a minimum the administrative difficulties which attend the clearing of papers at IAC meetings.
2. Two steps suggest themselves which we believe would be of some help:
  - a. Providing sufficient copies of changes recommended;
  - b. Showing words added and words deleted in your redrafts.
3. Would you therefore hereafter, whenever possible,
  - a. In your redrafts underline words added to and /bracket words deleted from the original text/;
  - b. Prepare 20 copies of each paper to be circulated;
  - c. Give these 20 copies to the Secretary in advance of the meeting to facilitate orderly distribution.



Secretary

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